

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 15-021**

OPENING DATE: 25 Feb 15 **CLOSING DATE:** 11 Mar 15 **AGENCY:** 5705 **PIN:** 0287

POSITION: RPM ASSISTANT (YCA) (Camp Shelby)

STARTING SALARY: \$32,837.32

LOCATION OF POSITION: Youth ChalleNGe Program, Camp Shelby Joint Forces Training Center,
Camp Shelby, MS

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. **EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.**
2. Bachelors Degree in business administration, public relations, or related field and two (2) years experience in work related to the above described duties **OR** Graduation from a standard four-year high school or GED and five (5) years experience related to the below described duties.
3. Ability to communicate effectively both orally and in written communications.
4. Knowledge of Microsoft Office Suite; Microsoft Word and Excel is required. Knowledge of office practices, procedures, programs, and filing. Ability to use office equipment and perform routine maintenance.
5. Must possess a valid state driver's license and if required to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Promote public relations and present the program as a valuable community youth outreach program.
2. Enter data on a daily bases into mentor database (Cadet Tracking).
3. Develop and maintain case files on residential and post-residential mentor/mentee relationship.
4. Assists with screening potential mentors and performing interviews, background checks, and reference checks.
5. Conduct Mentor Training classes for mentors and conduct mentee classes for students.
6. Schedule and coordinate informational programs and oral presentation as required.
7. Assists with training and supervision of Case Managers.
8. Assists the Case Managers and RPM Coordinator in compiling post-residential reporting requirements and submitting to Cadet Tracking/NGB as required.
9. Coordinate activities with other ChalleNGe Staff and manages all post-residential support activities.
10. Maintain a supply of recruiting and mentor packets for mailing.
11. Administer and score TABE test at YCA for local applicants.
12. Plan and execute all logistical requirements for post-residential reunions, and notifies graduates and mentors of post-residential activities.
13. Monitors the relationship between mentor and cadets to insure success of the relationship.
14. Serves as a help desk for mentor related questions from potential parents and mentors.
15. Travel across the State to conduct screening interviews for potential cadets.
16. Perform other duties as assigned or as directed.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1Oct 14)

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 July 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, *website: www.ms.ng.mil*, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.